



HERITAGE PRESERVATION APPLICATION

Department of Planning and Economic Development
Heritage Preservation Section
1400 City Hall Annex, 25 West Fourth Street
Saint Paul, MN 55102-1634
applyHPC@stpaul.gov or (651) 266-9078

APPLICANT

Name _____ Email _____

(Staff will communicate via email unless otherwise noted)

Address _____

City _____ State _____ Zip _____ Daytime Phone _____

Name of Owner (if different) _____

PROPERTY INFO

Address/Location _____

Property type:

- ☐ Single Family Residential Home or Duplex ☐ Commercial, Multi-Unit or Mixed Use
☐ Industrial ☐ Civic (School, Church, Institution)
☐ Other _____

PROPOSAL

- ☐ New Construction or Addition ☐ Sign
☐ Demolition ☐ Site Improvements
☐ Renovation, Repair or Alteration
☐ Other _____

SUPPORTING INFORMATION: Please complete the application with as much detail as possible. Attach additional sheets if necessary. See [Saint Paul Legislative Code Chapter 74](#) for district guidelines.

☐ Required documents are attached (See reverse side)

☐ If you are a religious institution you may have certain rights under RLUIPA. Please check this box if you identify as a religious institution.

* The City of Saint Paul makes reasonable accommodations for ADA.

Applicant's Signature _____ Date _____

Rev 7/12/19

REQUIRED DOCUMENTATION

For review, staff need documentation that clearly describes your project:

1. What is the proposal.
2. Where will the proposed work occur.
3. Can proposed work be viewed from the public right-of-way?
4. Is the project a change from what exists or a reconstruction of what did exist historically?

TYPES OF DOCUMENTATION (as applicable for your proposal-contact staff if you have a question)

- ☐ Complete statement and clear scope describing in detail the proposal (see reverse side).
- ☐ Photos of project area. Clearly labeled showing proposed work site, location (Street facing façade, north elevation, etc.) and surroundings.
- ☐ Plans (as applicable)
 - Demolition Plan. Information that clearly conveys what demolition is proposed as part of the proposal.
 - Site plan with scale and basic overall dimensions showing entire lot from street edge to alley. Include all existing/proposed driveways, curb cuts and structures. Show mechanical equipment locations. Highlight and label proposed work area clearly.
 - Elevation drawings with scale. Please label and include base elevation and include heights for all interior floor/ceiling levels, to top of roof deck, cornice, and top of appurtenances behind that façade. Show and label all materials, such as windows, doors, porches, lighting, roofs, siding, etc.
 - Details on exterior architectural elements, including balconies, lighting, railings, vents, awnings, etc. Provide enlarged elevation and information on all exterior architectural elements.
- ☐ Information on proposed new materials (if applicable).
 - Material, trim and finish information and/or samples.
 - Provide manufacturer cut sheets which include: specifications, material, design, dimensions, functionality and color.

PLEASE NOTE

- * *All submittals become the property of the City of Saint Paul and are open public records.*
- * *Submittals may be posted online or made available to any party that requests a copy.*
- * *It is the applicant's responsibility to accurately represent the existing conditions and the proposed conditions.*
- * *Review of applications takes time. It may be several days before staff responds to a submittal.*

The Heritage Preservation Commission (HPC) and Heritage Preservation staff review applications for exterior work on designated heritage preservation sites (except painting or plant materials).

Heritage Preservation staff are available to discuss prospective projects. It is advisable to get as much information as possible while the project is in early planning stages. The Heritage Preservation Commission offers Pre-Application or Concept Review for large or complicated projects.

The amount of time required for review of the application depends on the type of work, the complexity of the project, documentation received, and conformance with the applicable guidelines. Staff reviews and approves many applications while others need to be reviewed and approved by the Heritage Preservation Commission. Some applications can be reviewed by staff in a few days. If the application is to be reviewed by the HPC the process generally takes about 30 days once all documentation is received.